Naval Postgraduate School
Center for Information Systems Security Studies and Research

Scholarship for Service
Student Handbook

Academic Year 2007   (Fall 2006 – Summer 2007)

Disclaimer
Every effort has been made to ensure that the applicable policies and other materials contained in this *NPS CISR SFS Student Handbook* are accurate and current at the time of release. However, NPS CISR reserves the right to make changes at any time without prior notice. The *NPS CISR SFS Student Handbook* is available on the NPS CISR website at http://cisr.nps.navy.mil; check the online version for the currently applicable policies and information.

All information contained herein with a heading marked with an asterisk * has been adapted from the Naval Postgraduate School Student Information Handbook, updated May 2006

I have received and reviewed this handbook, and acknowledge that I understand the contents and will abide by the policies and procedures outlined therein.

_____
Print Name

_____
Signature

_____
Date

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1.0 WELCOME

1.1 THE SFS PROGRAM AT NPS

NPS has participated in the Federal Cyber Corps Scholarship for Service (SFS) program since 2001 when the National Science Foundation (NSF) awarded the first set of scholarship grants to selected National Centers of Information Assurance Excellence. NPS's SFS program is managed by the NPS Center for Information Systems Security Studies and Research (NPS CISR) under the direction of Dr. Cynthia E. Irvine, Professor of Computer Science and Director of NPS CISR.

As of June 2005, the NPS CISR SFS program has graduated 45 Federal Cyber Corps scholarship recipients. Graduates of the program have gone on to work for the National Security Agency (NSA), Space and Naval Warfare Systems Command (SPAWAR), Federal Deposit Insurance Corporation (FDIC), the Department of Housing and Urban Development (HUD), Defense Manpower Data Center (DMDC), Naval Research Lab (NRL), National Criminal Intelligence Service (NCIS), Central Intelligence Agency (CIA), and Sandia National Laboratory.

The NPS CISR faculty and staff look forward to working with each of you as you undertake this exciting course of study.

1.2 CURRENT NPS SFS PROGRAM CONTACTS

> Dr. Cynthia Irvine, NPS CISR Director
> Sp-512, x2461
>
> Deborah Shifflett, NPS SFS Program Manager
> Sp-535, x3758
>
> Gloria Wiles, NPS SFS Program Coordinator
> Sp-535, x2162

1.3 YOUR UNIQUE POSITION AS A NPS EMPLOYEE AND SFS STUDENT

NPS CISR SFS program participants are, first and foremost, civilian employees of the Department of the Navy (DoN). As only select military students and Department of Defense (DoD) civilians are allowed to attend classes at NPS, your authorization to enroll as a student is allowed by virtue of your employment as an NPS civilian employee. Your job duties are to fulfill the educational requirements of the Masters of Science degree in Computer Science in the Information Assurance Track.

Thus, participation in the program is granted only as long as you are a NPS employee in good standing. If your employment is terminated before you graduate, you will no longer be eligible to participate in the NPS CISR SFS program. Please be aware that, should this occur, you could be required to reimburse the U.S. Treasury Department for any tuition, salary, and/or other program costs prorated for the length of time you participated in the program. Such situations, while rare, are decided on a case-by-case basis.

The Director of NPS CISR is, for day-to-day purposes, considered the SFS student/employee supervisor. As such, you may, on occasion, be directed by her or her designee to produce materials such as progress reports, attend meetings, and/or engage in other activities more closely associated with your role as an employee rather than that of a student.

SFS participants are to conduct themselves in accordance with the NPS employee handbook (to which participants will be given access upon arrival) as well as with the NPS SFS Student Handbook.

Please note that, as acknowledged in the SFS Scholarship Acceptance letter you signed before entering the program, your employment at NPS does NOT count toward your 2-year post-graduation service commitment.

1.4 HOW TO USE THIS HANDBOOK

The NPS CISR SFS Student Handbook has been compiled to provide SFS students with necessary general NPS student related information as well as information unique to students in the SFS program. This handbook is considered a supplement to the *Naval Postgraduate School Student Information Handbook (NPS Handbook)*, which can be found on the NPS intranet.

Due to your unique status as both an employee of NPS and a full-time NPS student, you are required to follow the policies, procedures, and practices outlined in *both* this and the above referenced NPS Handbook.

Additionally, as a NPS employee, you are also required to follow all NPS faculty and staff instructions as directed by NPS Administration. NPS Administration instructions and the NPS Student Information Handbook supersede the *NPS CISR SFS Student Handbook*. If you need clarification about any of the instructions contained in the above-mentioned documents, please contact the SFS Program Coordinator for clarification.

2.0 ABOUT THE NAVAL POSTGRADUATE SCHOOL

2.1 NPS HISTORICAL OVERVIEW*

The development of a naval institution dedicated to the advanced education of commissioned Naval officers began on June 9, 1909 when the Postgraduate Department of the U.S. Naval Academy was established at Annapolis. Ten officers made up the first class, three professors formed the faculty, and marine engineering was the one course of study. In 1919, the Postgraduate Department was renamed the United States Naval Postgraduate School, but still operated as part of the Naval Academy.

With the start of World War II, the school's activities increased substantially. There was a large growth in student enrollment and educational programs were expanded to meet the evolving needs of the Navy. Following the end of the war, plans were initiated to move the school to more suitable facilities and to broaden its academic mission.

Between 1945 and 1948, Congress established the school as a separate activity under its own Superintendent, created the office of the Academic Dean and granted the Superintendent the authority to award the Bachelor's, Master's, and Doctorate degrees. It also approved Monterey as the future home of the school. The Navy officially established the school at its current location on December 22, 1951.

With its enlarged facilities, the school continued to grow in curricular programs and student enrollment. In 1956, the Navy Management School was formed as a component of the Postgraduate School to provide graduate education in the theory and application of management sciences.

Today, the Naval Postgraduate School graduates approximately 800 students per year and offers a range of curricular programs specifically tailored to impart the scientific, engineering, operational and administrative knowledge required to meet the present and projected professional needs of the Department of Defense. The NPS student body includes officers from all five U.S. military services, NOAA, NASA, and, since 1975, DoD civilian employees. U.S. Naval Officers constitute 48% of the student body, with 28% coming from other U.S. services. The remaining 24% are made up of international officers.

2.2 CAMPUS MAP

In accordance with the NPS security policy, a campus map cannot be provided in digital form via the unsecured portions of NPS or NPS CISR websites.

Digital copies are available through the secure portion of the NPS CISR website once your signed employment agreements have been returned to NPS. Hardcopies of the campus map will also be available during student orientation and check-in.

2.3 FINDING IMPORTANT PHONE NUMBERS AND NPS OFFICES

During the student check-in period, new students will register for a NPS user name and password that will allow them to access the campus network and intranet. The intranet contains a phonebook of all campus personnel, departments, and administrative offices.

The intranet can be accessed from campus by going to: http://intranet.nps.navy.mil/.

The intranet can be accessed from off campus by going to: http://www.nps.edu/CurStudents/index.html. (Authentication is required.)

2.4   MORNING AND EVENING COLORS CEREMONY

At each military base throughout the world, the National Anthem is played over a loudspeaker at 0800 and at sunset as the American flag is raised and lowered for the day. It is required of all military personnel, and customary for all civilian personnel working on a military base, to stop, turn in the direction of the flag, and stand at attention during the ceremony. It is a demonstration of respect for our flag, country, and for the traditions of military to honor this custom.

- At 0755 you will hear a 4 note "warning" over the loudspeaker, signaling that the ceremony is about to begin (you are not required to stop until the National Anthem actually starts playing).

- At 0800, the Anthem is played, (note that you don't need to see the flag in order to turn in the direction of the flag).

- When the Anthem is complete, you will hear 3 bars of music signaling to "carry on". This signals the end of the ceremony and you can proceed with your day.

While it is not customary to stand for colors when inside a building, it is considered bad etiquette to hurry into a building to avoid standing through the ceremony. Finally, drivers of automobiles, bikes, motorcycles, or other moving vehicles, are expected to stop their vehicles during the ceremony (so if you see a car stopped in the middle of the road, check your watch before blowing your horn).

3.0   NPS POLICIES, PROCEDURES, AND PRACTICES

3.1   NPS TOBACCO/SMOKING POLICY

In accordance with NPSINST 5100.1, smoking is prohibited inside of, on top of, or within 15 feet of any building on the NPS campus.

3.2   STUDENT DRESS CODE*

Authorized clothing: The school dress code is in effect at NPS between the hours of **0730 and 1700**, Monday through Friday (less **holidays**) or at any other time when meeting with and greeting visiting personnel in an official capacity. The dress code applies to the academic quad, all academic buildings, Herrmann Hall and the library.

Business casual is the standard attire for students. You are expected to dress and conduct yourself in a manner appropriate to a business environment at all times while on campus. Business casual does not have a requirement for a coat or tie. Specifically, it includes a dress quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse, dress slacks/skirt for women. Shirt and shoes should be of similar style and quality. Socks are required. Pressed khakis and turtlenecks are acceptable but do not include collarless shirts. Logos on the collar or extreme logos elsewhere on the garment are not permitted.

Designated attire established herein represents a minimum expectation. Nothing in this policy precludes dressing to a higher standard.

Unauthorized clothing: Types of clothing that are not considered appropriate and will not be worn are: faddish casual attire, sportswear (including ball caps) and any eccentricities of dress clearly unsuitable for wear in an academic area. Other clothing considered unacceptable include: hiking or "outdoors" attire, denim or denim-look

materials, shorts/skorts, micro-mini skirts, sandals and ball caps. Additionally, clothing that distracts or causes undue embarrassment to co-workers or is a safety hazard is not appropriate. This includes, but is not limited to: athletic footwear, flip-flops, flat sandals, leggings or stretch pants, leather pants, leather shirts, leather skirts or motorcycle style jackets, bib overalls, sundresses, athletic jackets, jump suits, tank tops, t-shirts, sweaters worn as a single outer garment, and bobby socks or knee socks when worn with skirts or dresses.

In every case, clothing shall be clean, pressed, well fitting, and in good condition.

Exceptions: students walking or riding bicycles to and from the NPS gymnasium may do so in appropriately maintained and styled athletic wear.

3.3   COMMON ACCESS CARDS (CAC)
Upon your arrival at NPS you will be given instructions for obtaining a Common Access Card (CAC). The CAC is your NPS identification card and is needed each and every time you enter the campus. It is also needed to use certain campus electronic and physical infrastructure systems.

If you should lose this card, you must immediately go to the Base Security Office and report your card lost or stolen. The Base Security Office is located immediately outside of the Del Monte gate entrance. The Base Security Office will provide instructions for obtaining a new card.

Your CAC must be surrendered immediately upon request of your NPS Supervisor, her designee, and/or other NPS Administrative personnel.

3.4   BASE/CAMPUS ACCESS
Since September 11, 2001, NPS has been a closed military base. General access to the NPS campus is not permitted. You must present your CAC card to the gate guards each time you enter NPS.

From time to time it may be necessary for non-NPS employees and/or students to meet with you or your program advisor. Each visitor must be listed on the daily gate access list issued by the Base Security Office. The Base Security Office requires notification at least 24 hours notice of the arrival of your visitor. Please see your SFS program coordinator for visitor access instructions.

Please be aware, when you request a visitor to be added to the base access list, you are assuming responsibility for the actions of that individual.

3.5   CAMPUS SAFETY
The NPS Safety Office, located in Building 436 (Public Works Building off of Morse Drive, ext. 2822), is responsible for overseeing safety conditions at NPS and its satellite areas (La Mesa Housing and recreation facilities). Students should, when feasible and safe, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, lesser hazards) personally and on the spot. The Safety Office Supervisor is responsible for resolving difficult, persistent or pervasive safety problems.

3.6   CAMPUS PARKING
Like most college campuses, parking at NPS is in short supply. Campus parking is on a first come, first serve basis. There are several parking lots around campus (noted on the campus map). Be aware that many spots in front of Hermann Hall are reserved for NPS senior staff members.

NPS has a High Occupancy Vehicle (HOV) Parking Program that reserves preferential parking for faculty, staff, and students who choose to car pool. This program utilizes a daily HOV ticketing system. HOV tickets are issued via a ticket machine that is installed at the 9th/10th Street gate. The ticket machine is on the passenger's side in lane number 1. The ticket is valid only for that day and needs to be displayed on the dashboard.

The base police at NPS have the authority to issue traffic and parking tickets. Currently, personnel are being issued federal citations to appear before a Federal Magistrate. Traffic court on base is not in use at this time. This means

that tickets received on campus are regular tickets that can show on your driving record and are to be paid to and heard before the Monterey County Courthouse.

3.7   BASE VEHICLE REGISTRATION
NPS follows the military regulation of registering vehicles that are allowed base access. Once you have your CAC, you will need to register your vehicle to obtain the appropriate DoD tags that are placed on the vehicle.

The Vehicle and Registration Office is immediately in front of the Del Monte Gate. The office can be contacted at (831) 656-1174 or (831) 656-3477.

3.8   TRAFFIC SAFETY PROBLEMS
Traffic safety problems should be brought to the attention of NPS Security for referral to the Traffic Safety Council. Any mishaps involving military personnel occurring on or off duty shall be reported to the Quarterdeck (ext. 2441 and 2442).

3.9   SECURITY CLEARANCE ADJUDICATION
Due to the sensitive nature of work that SFS graduates are likely to engage in, successful matriculation into the SFS program requires that each prospective student be eligible to receive a secret or higher security clearance.

Students are required to initiate the clearance adjudication process during the student check-in period. Due to both the intensity of the process, and the backlog of personnel awaiting clearance processing, the final receipt of one's clearance may take as long as 6-12 months. In addition to the NPS security clearance process, some government agencies undertake their own clearance adjudication process. When applying for internships or post-graduation employment, you may be required to initiate one or more of these additional clearance processes.

Failure to receive a clearance will adversely affect the number and type of job placement possibilities available to a student. Any prospective SFS candidate who feels that he/she may have a current or past personal issue that may ultimately result in the denial of a security clearance should consult with the NPS Security Manager prior to making any serious commitment to the SFS program. Contact the NPS Security Manager at the number listed below if you think something in your background may prevent successful clearance adjudication. The criteria under which personnel security (clearance) determinations are made may be read at
http://neds.nebt.daps.mil/Directives/551030/g.pdf

Failure to receive a security clearance may result in your inability to find approved post-graduation employment within an approved Federal agency. Failure to fulfill the 2-year service commitment due to the denial of a security clearance will result in your having to reimburse the U.S. Treasury for the costs associated with your participation in the SFS program.

Please note that other DoD and government agencies may require further and/or different security investigations prior to accepting you for hire. In either case, you are REQUIRED to submit your application for an NPS security investigation upon entering the program.

Andy Andersen, NPS Security Manager
Naval Postgraduate School, Code 261
Monterey, CA 93943-5118

Office: (831) 656-2450
Fax: (831) 656-2350
andersen@nps.edu

http://intranet.nps.navy.mil/security/

3.10   PUBLIC STATEMENTS
SFS students will not make public statements on controversial matters, which may be incorrectly construed as an official Department of Defense, Department of Navy, and/or NPS position. While opinions may be voiced as

private individuals, those opinions or assertions must be clearly conveyed as being private in nature. Guidance may be obtained from the NPS Public Affairs Officer (PAO). The character of the statement and the anticipated venue for publicizing the statement should be made known to the PAO.

3.11   PUBLIC INFORMATION

There are a number of directives pertaining to the approval and release of Department of Navy Public Information. In general, any article prepared for publication or address will be submitted to the PAO who will refer the material for appropriate policy and security review.

3.12   UNAUTHORIZED COMMITMENTS

An unauthorized commitment occurs when one, either deliberately or unintentionally, bypasses the proper channels in the supply department, contacts a vendor, and requests that supplies or services be provided to the government. The outcome is a personal liability for the supplies and/or services obtained.

Students are strictly prohibited from contacting vendors to order supplies or services.

SFS students are to see the SFS Program Manager for assistance in the procurement of authorized supplies, equipment, and/or services.

4.0   EMPLOYMENT SPECIFIC INSTRUCTIONS

4.1   SALARY AND PAY NOTIFICATION

As temporary intermittent employees of NPS, SFS students will receive a salary in accordance with the accepted hiring offer. All employee pay is paid via electronic funds transfer to your designated personal checking/savings account. Electronic payment is *mandatory* for all NPS employees. You will be provided further information and documentation in your official hiring package.

To check on the status of pay notifications and other important information related to your employment, go to www.dfas.navy.mil and establish your MyPay account to manage your pay. A Leave and Earning Statement (LES) is sent via mail to your designated mailing address at the close of each pay period.

4.2   SFS VACATION AND SICK LEAVE POLICY*

As temporary intermittent employees of NPS, SFS students are NOT eligible for vacation and sick leave benefits. Time off for personal reasons *may* be approved during the academic year, but must not interfere with assigned studies; permission must be granted by the Program Manager and all professors/instructors of classes that are to be missed.

The NPS SFS Program Manager is responsible to NPS for employee whereabouts. This is also in accordance with base emergency procedures. If a SFS student needs to miss work/class for sudden illness, the student is to e-mail or call the NPS SFS Program Manager. In the below instances, SFS students are to e-mail the NPS SFS Program Manager the dates and reason for taking time off. This e-mail is to be sent at least two weeks in advance, or as soon as possible in cases of emergency.
   • When planning to take time off for personal reasons
   • When planning to take time off for required medical/surgical procedures
   • When having to leave town for a personal emergency

 SFS students will be paid regularly during the Christmas and summer class breaks. Students reporting for an internship during a break will not be paid by NPS while on internship.

Also, as you prepare for your internship and post-graduation employment, you should be aware that there are inter-governmental transfer logistics that need to be handled correctly both with NPS and your hiring agency. During your time at NPS, the SFS program staff will periodically arrange for an NPS HR representative to speak to the group to help make you aware of what is required.

4.3   SFS MEDICAL CARE AND INSURANCE POLICY
As temporary intermittent employees of NPS, SFS students are NOT eligible to receive medical insurance benefits. Further, due to the DoD required financial structure of the NPS employee benefit system, SFS students cannot purchase any type of medical insurance through NPS.

However, the SFS program provides students with a health care supplement to assist students in obtaining their own medical insurance/care outside of NPS. This supplement is added onto your paycheck approximately once per month and is equivalent to $2,400 per year, pro-rated based on the length of time you are enrolled at NPS.

4.4   CHANGE OF ADDRESS
Enter all changes of address, telephone number, and other contact information into PYTHON, the Educational Management System in use at NPS. Your new address information should also be forwarded to the Human Resources Department, Academic Planning, and Payroll Department.

Before graduation, SFS students are required to update their PYTHON account with their thesis/diploma mailing address.

NPS Security Policy requires your home department to maintain current contact and emergency contact information for all employees. Please be sure that the SFS Program Manager has current contract information for you.

5.0   SFS PROGRAM POLICIES, PROCEDURES, AND PRACTICES

5.1   ADMINISTRATIVE MATTERS
No later than six weeks prior to your arrival at NPS a NPS student information package will be available to you on-line through the NPS CISR website http://cisr.nps.navy.mil/SFSStudents/index.html. The package will include the following documents:

> NPS SFS Student Handbook
> SFS Student Information Guide
> NPS SFS Academic Calendar

During the SFS orientation period, you will be asked to sign statements acknowledging that you have read these documents and will comply with the policies contained therein. *Failure to do so may result in withholding of your paycheck.*

5.2   SFS RESOURCES
Resources specifically for SFS students can be found in on the CISR webpage at http://cisr.nps.navy.mil. At the bottom of the page are links to limited access areas, including a link to the SFS Resources. The username and password will be provided to new SFS students after they arrive at NPS.

5.3   REQUIRED CODE OF CONDUCT
The NPS SFS students are expected to match much of the code of conduct expected of military students. For additional information, see the NPS Student Information Handbook, available at: http://www.nps.edu/CurStudents/index.html. Particular sections to read are:
- Academic Probation/Dis-enrollment;
- Attendance/Absence from Classes;
- Classroom Conduct;
- Study Halls;
- Smoking, Eating, and Drinking in Classrooms and Laboratories;
- Academic Honor Code;
- Instructor-Student Relations; and
- Policy on Appropriate Use of NPS Computer Systems.

SFS students with no prior affiliation with the U.S. Government are sure to have some questions regarding its culture and standard operating procedures (SOP). Do not feel embarrassed about asking questions from any of your new colleagues who are more familiar in these matters. We have all been new at some point in our lives. You should have little difficulty integrating with the military students with whom you share the campus. They are just as interested in having a friendly and rewarding academic experience as you are.

While this is a U.S. Navy installation, you have not joined the Navy. Most NPS faculty and staff (and a minority of students) are civilians, so you will have plenty of civilian company. Your success here will be determined by your academic achievements, not by your conformance to any military customs or viewpoints. Nevertheless, you will from time to time encounter a few military customs and a military ethos that pervades much of the atmosphere here.

5.4 SFS STUDENT SPONSOR PROGRAM

No later than six weeks prior to your arrival at NPS, you will be assigned a SFS Student Sponsor. Your student sponsor will be a currently enrolled SFS student who will be available to help make your transition to Monterey easier by helping to answer your questions about the local area and SFS student life at NPS. Your student sponsor can assist you with information on local housing, recreation activities, NPS resources, and the SFS program from a student's prospective.

It is expected that you return the favor by serving as a student sponsor to a future incoming SFS student.

5.5 SFS HOUSING ASSISTANCE

Unfortunately, NPS does not have a housing office or offer housing for civilian students. You are expected to find housing on your own. Below is a list of local resources that can assist you in your housing search.

> Your SFS Student Sponsor
> The Monterey County Herald (Local newspaper)
> The Monterey Peninsula Chamber of Commerce
> The Coast Weekly on-line (A Monterey County periodical)
> The Parks at Monterey Bay

Be forewarned, housing in the Monterey area is very expensive. There are many apartments and single-family homes located within walking distance of the campus. Many are suitable for sharing with a roommate if needed.

5.6 OUTSIDE EMPLOYMENT

As a NPS employee, you are prohibited from accepting any outside employment that results in a conflict of interest with your activities at NPS, NPS policy, and/or the policies of the Department of Navy. In accordance with NPS instruction 5370.3D, any outside employment by a NPS employee must be approved _prior_ to the commencement of work.

The SFS program at NPS is an intense course of study that requires a significant dedication of time in order to successful master. As such, SFS students are highly discouraged from accepting outside employment.

To submit an approval request for outside employment, submit the below listed information in writing to the SFS Program Director.

> Name, address, and phone number of prospective employer
> Prospective supervisor's name and title
> Description of the nature of the business of the prospective employer
> Description of the work you will perform on the prospective employer's behalf
> Anticipated work hours and place of employment

5.7 ANNUAL FEDERAL CYBER CORPS SYMPOSIUM

Each year, the Office of Personnel Management hosts a job symposium for Cyber Corps students from around the country. The purpose of the symposia is to bring Cyber Corps students and prospective employers from the Federal

government together for networking and information sharing. The Office of Personnel Management pays for all travel, hotel, and conference fees.

Attendance at the annual symposium is mandatory for all NPS SFS students, including those who have been offered or accepted a post-graduation job offer. This includes students who are out on internships during the symposium conference dates. It is the intern's responsibility to inform his/her internship employer of this requirement.

Sometimes, but not always, exceptions may be made for students who have a written job offer in hand. These will be decided on a case-by-case basis. Please see the SFS Program Manager for review.

5.8   THE OPM CYBER CORPS WEBSITE

The Office of Personnel Management hosts and maintains a website for the Cyber Corps program. The site enables prospective employers from the Federal government to search a database of SFS student résumés for potential employment matches.

Registration on the site is mandatory for all SFS students. Go to http://www.sfs.opm.gov to register. Once registration is approved, an e-mail is sent providing a user ID and a temporary password. Login into the site and change the password. Select *Create/Revise Résumé* to complete the required OPM résumé.

NPS SFS students are required to post a résumé on the OPM site no later than 1 month after their official start date at NPS. This résumé should be updated each quarter with a list of your completed, current, and anticipated courses.

5.9   SUBMITTAL OF QUARTERLY JOB ACTIVITY REPORTS

At the end of each quarter, all SFS students are required to submit a quarterly job activity report to OPM. This report should detail all activity related to your search for post-graduation employment.

This report represents a record of your efforts to find an appropriate post-graduation job. If, upon graduation, you have not secured appropriate employment you will be required to reimburse the government for the cost of your scholarship. However, if OPM has a record that you have made a continued, good faith effort to secure such employment but have not due to circumstances beyond your control you *may* be eligible for a re-payment extension. The quarterly activity report documents your efforts. Without your regular submissions, OPM will not grant such extensions.

5.10   SUBMITTAL OF YOUR RÉSUMÉ TO THE SFS PROGRAM DIRECTOR

The SFS Program Director at NPS is in regular contact with many of the organizations that hire graduates of the NPS SFS program. It is therefore essential that she have an updated digital copy of your résumé in order to assist in matching students with prospective employers.

No later than October 1 of each calendar year, all SFS students are required to submit an updated electronic copy of their personal résumés to the SFS Program Director and a printed copy to the Program Manager. Additional updates may be submitted throughout the year.

5.11   SUBMITTAL OF QUARTERLY GRADES AND COURSE SCHEDULE

Within thirty days of the beginning of each quarter, all SFS students are required to submit a copy of their grades for the previous quarter and a copy of their new course schedule to the SFS Program Manager. The Program Manager will ensure that your grades are forwarded to the SFS Academic Advisor.

If one or more of your instructors has not submitted his/her grades, submit the grades you have, note that grades for a particular course have not been submitted, and then submit the grades at the time they are posted.

5.12   ATTENDANCE AT WEEKLY SFS GROUP MEETINGS

Each week, all of the NPS SFS students meet for a short time to discuss administrative matters and share relevant information about thesis processing, job searches, and internship placements. Attendance at these meetings is *mandatory*. Attendance is taken, and NPS reserves the right to dock a student's pay for missed meetings.

5.13   INTERNSHIP AND JOB PLACEMENT

As a condition of funding the SFS program, the National Science Foundation requires that SFS students complete a federal internship of no less than ten weeks during their course of study. While exceptions for serious academic reasons to this policy may be granted on a case-by-case basis by the Program Director, all students should expect to complete this internship. Success in the internship is defined as the student actively participating in, and contributing to, IA-related activities at the designated agency. Both the student and their host agency should benefit from the interaction. Students are encouraged to seek an internship and potential job opportunities with an agency that matches his or her particular subject-matter or geographic interest

NPS CISR staff will assist SFS students in securing internships and placement in post-graduation jobs by:

- providing students with contact information for agency hiring offices and directors
- making introductions of the students to agency hiring directors
- providing agency hiring officials with the program information needed to facilitate hiring of SFS students
- facilitating campus visits by agency hiring officials
- meeting with security clearance interviewers

NPS will NOT assist the student with the following job searching/hiring activities:
- salary and/or benefit negotiations
- relocation activities
- setting up job interviews
- following up with prospective employers regarding the status of a job application
- processing travel for interviews

NPS expects all SFS students who go on internship to do so between the third and fourth academic quarters. Exceptions to this guideline are sometimes made on a case-by-case basis. Internships between the fifth and sixth quarters are not allowed.

It is required that students leave for an internship at the end of a quarter and return at the beginning of a quarter.

Internships are to be one quarter in duration. Any exception to this is to be approved in writing by the SFS Program Director.

Requirements before going on an internship:
- A signed thesis proposal is REQUIRED before a student may go on internship.
- The Internship Check-out form (available in the SFS Resources section of the CISR website) must be completely filled out, signed, and submitted no less than two weeks before departure.

Requirements when returning from an internship:
- The Internship Check-in form (available in the SFS Resources section of the CISR website) must be completely filled out, signed, and submitted as soon as possible after return to NPS.
- Contact Ms. Dawn Diaz, Human Resources Specialist, (ddiaz@nps.edu, extension 2024) as soon as possible to ensure correct payroll processing.

Completion of these requirements is *mandatory*. Failure to comply can result in payroll processing problems that can affect your pay when you return to NPS.

5.14   GRADUATION*

Successful completion of your masters program is followed by a graduation ceremony held at the end of each quarter. All graduating students are required to attend graduation rehearsal and then the commencement ceremony. SFS students are to dress in appropriate business attire (shirt, tie, dress shoes, and suit jacket for men, appropriate equivalent for women).

5.15   SFS PROGRAM DISMISSAL POLICY

SFS program participants are not only students, but also employees of the US Government whose future job responsibilities may likely involve issues of National Security. Each school/university involved in the SFS program has a responsibility to not only provide an IA curriculum, but also ensure that students of the program meet the minimal professional standards necessary to: a) protect our national security interests, b) ensure success in their careers, c) obtain a security clearance, and d) to ensure an equitable return on taxpayer investment.

To this end, the NPS SFS Program Director has put the following dismissal policy into effect.

- Students are expected to comply with all regulations governing their status as US Government employees.

- Students are expected to conduct themselves in a professional manner; particularly when engaged in activities that are directly associated with any of: CISR, SFS, NPS, or the US Government in general.

- Students may be dismissed from the SFS program for any single egregious infraction of law or conduct in accordance with the procedures set forth by the Office of Personnel Management (OPM).

- Students may be dismissed from the SFS program following two or more lesser infractions that result in counseling by their immediate Supervisor (CISR Director). Though not an inclusive listing, typical examples of "lesser infractions" of professional conduct that may result in counseling include:

  o Missing class or other scheduled commitments without legitimate cause
  o Failure to maintain at least a 3.0 GPA
  o Obtaining less than a B- grade in two or more Security Track classes
  o Failure to complete thesis by graduation date
  o Committing a security violation (e.g., giving Intranet access to non-NPS personnel, or causing the unauthorized release of classified material)
  o Rude, lewd, disrespectful, or other irreverent conduct; particularly if committed in the work place

- To ensure that no dismissal proceedings are initiated without due notice/warning to the respondent, counseling of the respondent by the CISR director and at least one CISR staff witness will be conducted and documented on a counseling sheet that will be part of CISR records until either the student's graduation or dismissal. The student is entitled to have a copy of any such counseling sheets.

- The counseling sheet will consist of five main components:

  o Date of counseling
  o Names and signatures of all in attendance
  o Clear description of infraction
  o Rebuttal statement by respondent if he/she wishes to enter one
  o A statement that reminds the respondent that further infractions may lead to dismissal from the program

- If dismissed from the program, students will immediately lose their employment and pay, and may be required to requite the US Treasury for any pay and tuition expenses already let at the time of dismissal.

6.0   ACADEMIC MATTERS

6.1   PYTHON EDUCATIONAL MANAGEMENT SYSTEM

Python is the campus wide system for management of courses and your student course matrix. When you register with Student Services, your Python account will be activated. Python is used for course registration, grade reporting, and reporting of course validations.

Python is entirely web-based, and may be accessed from any computer on campus as well as from your home computer via dialup or broadband internet connection.

Because of the NPS Firewall protection, Broadband users (Cable, DSL) need to use Citrix to access Python securely and safely. Citrix information and client downloads are available at http://www.nps.navy.mil/Citrix.

Information on how to use Python is available in the form of user manuals and a FAQ. To access these materials, log into Python and look in the Documentation folder of the Python menu.

6.2   REGISTERING FOR COURSES

Pre-registration takes place between the second and fourth week of each quarter for the following quarter. Students should ensure that they are pre-registered for their next quarter's classes no later than the third week. The SFS Academic Advisor will assist students with the pre-registration process.

Failure to pre-register may result in students not receiving the classes they desire and/or insufficient course books and supporting materials at the start of classes.

6.3   SELECTING COURSES...YOUR COURSE MATRIX

All NPS SFS students are required to complete a Masters Degree in Computer Science degree in the Information Assurance track. A sample course matrix is available on the CISR website. This matrix is a SAMPLE ONLY and NOT a definitive listing of the courses required for each individual SFS student. For assistance on planning your individual SFS course matrix please see the Academic Advisor for the SFS program, Dan Warren, by Wednesday of the second week of each quarter.

Dan Warren
warren@nps.edu
SP-530B

Several factors affect a student's individual graduation requirements. These include the CS Department requirements in place during the quarter a student enters NPS and the number and types of courses a student is able to validate. *For these reasons, it is imperative that you closely coordinate your selection of classes with the SFS Academic Advisor. Failure to do so may result in you having insufficient credits or classes for graduation.*

6.4   ADDING AND DROPPING COURSES

Course enrollments are authorized during the first two weeks of the quarter. Course enrollments will be done via PYTHON (NPS's Educational Management System), unless you are a staff person (military or civilian) from a tenant activity or other federal agency in the local area.

Course withdrawals (course removed from transcript) can be done in the first two weeks with approval from your Program Officer and the Academic Associate. After the second week and until the end of week eight, students can withdraw from a course (course appears on transcript with a "W") with instructor and Program Officer and Academic Associate approval.

All of these enrollments and withdrawals can be accomplished via PYTHON (preferred) or by hardcopy. If by hardcopy, then get the necessary approvals and take the form to the Registrar for schedule adjustment

6.5   VALIDATING COURSES

Validation is the process a student will go through to get credit for a class that was taken at their undergraduate school before coming here. If SFS students successfully validate a class, they will no longer have to take the class at NPS, but will not receive credits or a grade. For every class validated at NPS, another class *will* be taken in its place. By validating classes already taken, SFS students free up their matrix to take more advanced and interesting classes before graduation. Since SFS students typically come from very different backgrounds, each student's validation experience will be different.

As an SFS student, you are *NOT* completely free to choose the courses that are substituted for validated courses. You must discuss your proposed substitutions with the SFS Academic Advisor who will determine if the substitutions meet the program requirements.

Validations are requested in PYTHON. For more details on how to use PYTHON for validating, sign into PYTHON, select the Documentation menu, and User Manuals.

When requesting a validation, include the following information about your undergraduate class: the course book used, the chapters covered, course syllabi of any classes mentioned in the request, and the grades you received. Some professors may want to see a transcript, request samples of work, and/or require sitting for an exam.

Please see the SFS Academic Advisor, Dan Warren, for information about validating courses. You will need to closely coordinate your course validations with him to insure that appropriate courses are substituted for all validated classes. Failure to meet with the Academic Advisor regarding these matters may result in not meeting all of the expected graduation requirements.

6.6   MAXIMUM AND MINIMUM COURSE LOADS

Though some students may wish to expedite the program by overloading (taking more than four courses per quarter), certain restrictions apply. In order to ensure a degree of quality control regarding SFS program graduates, course overloading will not be permitted without the prior written approval from the SFS Academic Advisor. Such approval will be based on previous grade performance.

6.7   YOUR CAPSTONE THESIS PROJECT

All NPS SFS students are required to complete a capstone thesis project on a topic approved by the Director of NPS CISR.

The thesis requirement is an integral part of student education at NPS. Writing a thesis entails researching literature, compiling information, conducting research, extensive thinking and the composition of a significant document. This is no small task. Past experience has shown that it requires the full four scheduled thesis slots to complete this task successfully (many students lament that four slots are insufficient).

It is therefore the SFS Program Director's policy that all SFS students are required to take all four thesis slots, and that these slots must be taken over a minimum of two quarters (i.e., one may not take all four thesis slots during the same quarter).

6.8   SELECTING YOUR THESIS TOPIC

As participants in the SFS program, you are required to complete a thesis project on a subject in the information assurance and security field. The thesis is to be within the Computer Science Department.

All SFS theses will be on a topic proposed by Professor Cynthia E. Irvine unless otherwise agreed to by Professor Irvine. All SFS students are to discuss thesis topic options with Professor Irvine *before* seeking topics from other instructors.

6.9   THE THESIS TIMELINE AND PROCESS

The general NPS thesis processing process and thesis format can be found at http://www.nps.navy.mil/research/research1.html. SFS students are required to have their thesis proposal signed and submitted by the end of their third quarter. All students are required to attend a thesis briefing before graduation, preferably by the end of the third quarter. You will be notified by email of the schedule for upcoming briefings.

A signed thesis proposal is required before students will be excused from school for an internship.

As noted above in the previous section, all four thesis slots are to be used over a minimum of two quarters.

The thesis will include an acknowledgement to the National Science Foundation.

Per NPS policy, an extension form must be completed and submitted to your Program Officer if your thesis is not completed and signed one week after graduation. This will delay receiving your degree.

NPS SFS students must complete their thesis and receive a green card verifying completion before they will be released from NPS and allowed to go on to their follow-on employment.

6.10 CERTIFICATES

The Committee of National Security Systems (CNSS), which operates under the National Security Agency (NSA), has recertified the NPS information assurance program, noting that it meets and exceeds the national training standard for information security professionals. CISR is approved to award the following CNSS certificates:

- NSTISSI 4011: Information Systems Security (INFOSEC) Professionals
- NSTISSI 4012: Designated Approving Authority (DAA)
- NSTISSI 4013: System Administration in Information Systems Security (INFOSEC)
- NSTISSI 4014: Information Systems Security Officer (ISSO)
- NSTISSI 4015: System Certifiers

The SFS Academic Advisor can discuss with you the requirements for each certificate.

6.11 GRADUATION AWARDS

There are multiple graduation awards available to NPS students, including SFS students. Past SFS graduates have been awarded top department awards and many prestigious campus and sponsored awards. These awards make excellent additions to your résumé.

A listing of awards can be found on the CS Department website. To be eligible, you must be a student in good standing; in many cases, you must be recommended by a professor. Please note that the recommending professor must often describe your thesis work. Thus, to be eligible for graduation awards, you must be making good progress on your thesis work.

6.12 CHECKING OUT AS A STUDENT

All NPS students are to follow the check-out process. The check-out sheet can be found in the Current Students portion of the NPS website at: http://www.nps.edu/CurStudents/index.html.

Steps I, III, IV, VI, VIII, XI, XIII, and XIV are *required*. Steps II, VII, IX, XII, and XV are not applicable and are to have "N/A" on the initial line. Steps V and X are to have initials if applicable.

7.0 OTHER

7.1 DAILY STUDENT CHECK IN

NPS requires all students, military, foreign, and civilian, to check in daily, less weekends, holidays, approved leave, approved travel, or internship (just for SFS students). This is referred to as the daily muster. To do this, access the student check in page via the "Current Students" portion of the NPS website at http://www.nps.edu/CurStudents/index.html. Read the announcements and sign in at the bottom of the page.

This page is monitored by the Student Services Office. Refer to the NPS Student Handbook for procedures if you miss a check in.

7.2 STUDENT STUDY SPACES

Unfortunately, NPS does not have an abundance of private study spaces for students. The Dudley Knox Library has a large number of open study carrels available on a first-come-first-serve basis. The library also has a limited number of group study rooms that can be reserved at the library checkout counter.

The Cebrowski Institute maintains a small general purpose laboratory that has a limited number of computer workstations available on a first-come-first-serve basis. Many SFS students utilize this lab space as their primary study area between classes. Please refer to the lab usage policy for further information concerning locations of assigned workstations, open workstations, laptop work spaces, and other policies.

7.3 STUDENT LOCKERS

Student lockers are available in limited quantities and are assigned by the program offices. These lockers are for the purposes of storing unclassified material only (books, notebooks, etc.) and will not be used for storage of classified material.

SFS students can contact Ms. Jean Brennan (jbrennan@nps.edu, ext. 7981) for information on locker availability and assignments.

Student lockers are subject to inspection without prior notification.

7.4   SFS STUDENT MAIL AND MAIL BOXES
SFS students are required to use their local residence for all personal mail. Personal mail is not to be sent to NPS. The Post Office on base near the Del Monte gate has PO Boxes available for rent.

SFS students will be assigned a student mailbox for the purposes of receiving NPS related correspondence. Students are required to check their student mailbox once per week to ensure timely handling of correspondence.

7.5   ACCESS TO THE NPS CAMPUS NETWORK
During your orientation and in-processing, you will be given access to the NPS campus network. Please be advised that your continued access to the network is dependent on your adhering to all NPS network usage policies. Also, you should be aware that all network usage is subject to monitoring by NPS administration.

7.6   NPS LIBRARY RESOURCES
The Dudley Knox library has a well-stocked inventory of books, journals, maps, and other research tools available for your use. You can apply for a library card at the main library desk.

The library also offers a number of free classes on how to find research materials. These classes are an excellent guide to the resources found in the NPS library and a good source of information for conducting general research. Class listings can be found on the NPS intranet.

The library subscribes to a wealth of online databases available through the intranet for your use. SFS students are strongly encouraged to take full advantage of the tutorials and research tools offered in the Dudley Knox library.

7.7   CISR LABS AND ASSIGNMENT OF DEDICATED LAB SPACES
CISR operates and maintains four research and education labs. Each lab houses a combination of resources dedicated to supporting either CISR research projects or courses in the Information Assurance track.

There are a very limited number of student workstations available through assignment by the CISR lab manager. *ONLY STUDENTS WITH PERMISSION TO USE A DEDICATED WORKSTATION MAY OCCUPY THESE SPACES.* Any unauthorized use of these spaces may result in a permanent revocation of your laboratory privileges.

These spaces are typically reserved for students working on thesis projects that require dedicated equipment resources. Please see your thesis advisor and the CISR laboratory manager for access privileges.

All CISR laboratories are secured by a cipher lock. The combination to these locks change at the beginning of each quarter. During the student orientation period you will be given a tour of the labs, the current cipher lock combinations, and instructions for using the cipher locks.

7.8   DEFERING STUDENT LOAN PAYMENTS WHILE AT NPS
SFS students enrolled at NPS are eligible to apply for deferral of their federal student loans. To find out if a private loan(s) can be consolidated and/or deferred, please contact your individual lender(s).

The Federal Student Aid (FSA) website has information and necessary forms available for download. The form for Graduate Fellowship Program Deferment has contact information on the back page if you have questions or need assistance. The FSA website for deferrals can be found at: http://www.dlssonline.com/defer/defer-list.asp.

The OPE for the Naval Postgraduate School is 001310.

Many forms ask for an Authorized Official to verify your enrollment. Please use the information below:

Cynthia E. Irvine
Title: Professor
Naval Postgraduate School
1 University Circle
Monterey, CA 93943

7.9   THE NPS FITNESS CENTER

The Naval Postgraduate School's fitness center, the Monterey Bay Athletic Club, is available to SFS students as NPS employees at a reasonable rate. The fitness center is Building 202, located on Lake Del Monte Road near the Del Monte Gate. The facility has cardio and strength training equipment, racquetball, basketball, locker room/shower facilities, locker rentals, personal training, fitness classes, and a dry sauna. For further information on the fitness center (including pricing), please visit the MBAC directly or view their website at www.mwr.nps.navy.mil/Leisure_Serv/fitness/index.htm.

7.10   THE GOUGE NETWORK

It is the intent of the SFS Program Director to ensure that participants in the program receive the best IA education possible. To this end it is critical that students thoroughly learn the material presented in their classes. Participation in any campus "gouge network" is strictly prohibited. Any student found to have obtained past test material from another student and/or made old exams available to others could face dismissal from the SFS program.

Some professors allow and encourage students to review previous exams. These cases are exempt from the gouge policy. SFS program staff is aware of which courses and professors allow review of prior exams.

7.11   SFS STUDENTS AND OFFICIAL TRAVEL

Official travel occurs when you are traveling for work and receiving pay for those days. Travel is typically funded by NPS, but occasionally by another government or non-government agency. In any case, travel is a regulated function in the government and does not happen without specific information and following specific regulations.

Students will need to check the SFS Resources page for details about the traveler profile, the government travel card, reimbursement, official travel methods, and traveling for an interview.

At all times, the SFS students are to use the available resources on the SFS Resources and NPS Travel websites before bringing requests or questions to the NPS SFS Program Coordinators. If a student still has questions or needs assistance after searching the provided resources, the SFS Coordinators are available to assist in answers and to accept travel request forms.